



THE H. R. RECORD

A publication of Human Resources, UM-St. Louis - March 2001

WELCOME! NEW EMPLOYEES

Robert Addington, Sports Information Spec., Athletics
Dustin Ashby, Asst. Coach Men's Golf, Athletics
Jerol Enoch, Coord. Int'l Program, Int'l Studies
April Fain, Dept. Asst., International Studies
Kristin Hall, Account Executive, KWMU
Nichelle Hardy, Dept. Asst., Cont. Ed. & Outreach
Renee Hermeyer, Dept. Asst., School of Business
Christina Kraft, Dept. Asst., Bookstore
William McCreery, Sr. Cont. Ed. Coord., Cont. Ed. & Outreach
Terrence Moore, Production Asst., Information Tech. Svcs.
James Palmer, Coord. Donor & Member Svcs., Mercantile Lib.
Estelle Rice, Custodian, Custodial Services
Sharon Siddiqui, Admission Counselor, Admissions
Tiffany Tolliver, Term. Dept. Asst., Human Resources
James Trittler, Men's Golf Coach, Athletics

New employees, if you need assistance please contact Human Resources (Peter Heithaus, Director). For help with orientation or new hire paperwork, contact John Tighe, ext. 5381. For questions about benefits, contact Joann Westbrook, ext. 5639. For help with payroll, contact Errol Benson, ext. 5803. For questions about policy, work relationships or environment, contact Peter Heithaus, ext. 5805 or John Tighe, ext. 5381. For exit interviews, contact Alicia Winchester, ext. 5258. For training schedule or enrollment, contact Nancy Draper, ext. 5805.

PROMOTIONS/TRANSFERS

Eddie Brooks, Term Scv. Custodian to Custodian, Cust. Svcs.
Jacqueline Chambers, Instr. UMC to Dir., LA Purchase Bicent.
Darlene Cross, Term Scv. Custodian to Custodian, Cust. Svcs.
Alice Gettis, Dept. Asst., Opt. to Dept. Asst., Weinman Ctr.
Kevin Usery, Grndskeeper II to Locksmith Trnee., Facilities
Kenneth Whiting, Term Service, ITS to Prod. Asst., ITS

FOCUS ON THE FUTURE 2001

Mark your calendar now to attend Focus on the Future 2001! The program opens Monday, March 26th, with a day of fitness in the Mark Twain Athletic and Fitness Center and culminates Friday, March 30th, with a Silent Auction and luncheon program on Gardening. In between, you can learn more about your campus, sharpen your computer skills, gather some tips for easy entertaining, and energize your humor quotient! Look for your program brochure early in March, select your topics, and register early! You can complete the Registration Form in the brochure and mail it to 210 J.C. Penney, or you can register on-line at: <http://www.umsl.edu/services/future>.

CHANGE IN BENEFITS SERVICES HOURS

Due to a reduction in our benefits staff, the Human Resources department will no longer be open for benefits consultation visits from 8:00 a.m. - 5:00 p.m. Mondays through Fridays. **The new hours, effective immediately, are 1:00 p.m.-4:00 p.m. on Mondays, 9:00 a.m.-11:00 a.m. and 2:00 p.m.-4:00 p.m. Tuesdays through Fridays.** Appointments during those office hours may be scheduled through Joann Westbrook, Benefits Specialist, at extension 5639 or Nancy Draper, Administrative Assistant, at extension 5805.

MARCH HR TRAINING

Employment Laws - March 15th

Call Nancy Draper at ext. 5805 for further details. All sessions with fewer than ten enrollees will be cancelled.

H.R. PEOPLESOFT UPDATE

The PeopleSoft payroll system is scheduled to be implemented on July 1, 2001. To meet this "Go Live" date, Human Resources will train 108 campus administrative personnel who are responsible for tracking personnel data for their departments and for submitting payroll information. At this time, over half of that group have received initial training on the system.

Human Resources conducted the first phase of its PeopleSoft End User Training for campus departments in February 2001. The training focused on navigating through the Base HR database, understanding the revised Personnel Action Form (PAF), and entering payroll data into the WebTime program.

Dual processing of PAF's will begin with the biweekly payroll of March 18, 2001. Payroll (WebTime) parallel testing for campus departments will begin April 12, 2001. Contact *Errol Benson* at ext. 5803 for additional details.

DIVERSITY

In an interview in the winter 2001 newsletter of the UM System, Management Services, Chancellor Touhill said that "Diversity is the hallmark of the University of Missouri-St. Louis. A rich diversity of programs and people, and a strong commitment to our community, has guided our campus from its inception. It is a campus where differences are celebrated not only in the pursuit of knowledge but in our day-to-day activities as well..."

For more information about campus initiatives to enhance diversity and what employees can do to help, call *the UMSL Office of Equal Opportunity*, at ext.5695, *Multi-Cultural Relations* at ext.6807 or *Human Resources* at ext. 5808.

DEDUCTIBLES AND COPAYS UNDER CHOICE PLUS

When health care services are needed, the UM Choice Plus Point of Service Plan allows eligible employees to decide whether to use a network or non-network provider. Whenever employees use network providers, they will save substantially on their medical expenses. An example of how employees can save by using network providers is demonstrated by the difference between deductibles and copays.

When an employee uses non-network providers for services covered under the Plan, the annual deductible is the initial amount which the employee or his or her family must pay each calendar year before Choice Plus will pay any costs for any services offered by non-network providers. The calendar year deductible is \$400 per person or \$1,000 per family. When the expenses applied to the deductible for all family members combined reach the required calendar year deductible limit, no deductibles will be required for additional covered family members in that calendar year. The annual deductible applies towards the annual out-of-pocket limit of \$2500 per person or \$5,000 per family.

Although there is no annual deductible for eligible employees who use network providers, copays are up-front charges which employees must pay for specific services before Choice Plus will pay 100% of the remaining costs. These include \$200 per hospital confinement, \$10 for a doctor's office visit and \$20 for a visit to a specialist. There is also a \$325 copay for use of a non-network hospital in addition to the calendar year deductible. Copays do not count towards reducing an employee's annual deductible or out-of-pocket limit.

Effective January 1, 2001, there were several changes to copays in the UM Choice Plus program:

- The copay for an inpatient hospital admission increased from \$100 to \$200.
- Office visit copays for specialist physicians and copays for speech therapy, physical therapy, and occupational therapy services increased from \$15 to \$20.
- Copays for mental health/chemical dependency provider office visits changed from 10% of the eligible charges to \$20 for each visit.
- Allergy injection copays increased from \$3 to \$5.

Other plans which require deductibles and copays are the Catastrophic Medical program, Dental program, Express Scripts prescription and vision program and Value Options.

To request identification cards for your medical and prescription coverage, contact United HealthCare at 1-800-360-7926 for your medical card and Express Scripts for your prescription identification card at 1-800-955-1201. Dental claim forms can be requested from the Human Resources Department. For additional information regarding your benefits, visit the Faculty & Staff Benefits webpage at <http://www.system.missouri.edu/hrs/benefits/welcome.html> or contact *Joann Westbrook at extension 5639*.

NEW PRE-EMPLOYMENT TESTING SOFTWARE

Human Resources will soon implement new pre-employment testing software to help in the selection of qualified and high quality applicants for office support and temporary staff positions on campus. The tests, known as Prove It, were designed and validated by assessment professionals at Kenexa, Inc. Human Resources will now be able to test applicants on the following:

- ◆ MS Access
- ◆ MS Excel
- ◆ MS PowerPoint
- ◆ MS Word
- ◆ MS Windows 98
- ◆ MS Outlook
- ◆ Typing/Keyboarding Speed
- ◆ Proofreading (great for testing attention to detail!)
- ◆ Basic Office Skills
 - √ Basic Math
 - √ Business Math
 - √ Spelling
 - √ Grammar
 - √ Filing Skills

All finalist candidates will be tested. At the department's request, other applicants may be tested to determine whether they meet the minimal qualifications or possess desired skills or abilities for a posted position. It is hoped that these tests will not only help department management make difficult hiring decisions but will also provide documentary support for those decisions.

In the near future, the Request to Fill a Staff Position Form will be revised to include a section for requesting administration of these tests. For more information, please contact *Alicia Winchester at Ext. 5258*.

March 2001